

INFORMATION ON THE CIA CIVILIAN SPECIALIST RESERVE PROGRAM

1. BACKGROUND

- a. The activation of a Central Intelligence Agency Civilian Specialist Reserve Program has been approved on a pilot study basis. The program during the period of the pilot study is limited to fifty civilian reservists confined largely to the Office of Communications. The Office of Personnel has been designated as the office responsible for the administration of this program. The program will be expanded to 250 reservists if experience gained in the pilot study warrants.
- b. The Civilian Specialist Reserve Program will provide the Agency with a readily available pool of trained civilian specialists whose skills will be required immediately in the event of a war or general emergency. This reserve will be comparable in many respects to the Organized Reserve Corps of the Armed Services. Selected reservists will report during the first year for a three-day period for medical, security, and personnel processing, and for a two-week assignment. Thereafter they will report annually for a two-week assignment. The initial period and the work assignment periods will be with pay.

2. BASIC REQUIREMENTS FOR APPOINTMENT

- a. U. S. Citizenship.
- b. Not presently employed in any manner by the Federal Government.
- c. Not a member of any of the Reserve Corps of the Armed Services.
- d. Available for training periods of 15 days annually.
- e. Available for full-time employment with the Agency in the event of national emergency.
- f. Meet qualification requirements for the position and grade to which appointed.

3. COMPENSATION AND BENEFITS

- a. Reimbursement will be made at the rate of the GS grade commensurate with the appointee's qualifications for the position in which he will be utilized.
- b. Travel expenses including per diem will be paid, in accordance with Agency regulations generally applicable to personnel in staff status, during the course of travel away from the reservist's city of residence or usual place of work.

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- c. Reservists while participating in training are accorded the same provisions as staff employees for death, dismemberment, or disability under the Federal Employees Compensation Act.
- d. Reservists are not entitled to leave, Civil Service Retirement, or Government insurance while participating in the reserve program.
- e. Payments made by the Government for periods of training subject the reservist to limitations imposed by Federal legislation respecting political activities, conflict of interest, and liability for U. S. Federal Income Tax.
- f. At the discretion of the Agency, a reservist when called to full-time duty may be converted to full staff status carrying all of concomitant rights, benefits, privileges, and obligations of any person serving as a full-time employee of the Government under such terms of appointment as are specified by the Agency for the emergency period.
- g. A civilian reservist may be terminated at any time by the Agency. Notice of termination will be given the reservist in writing by the Director of Personnel.

4. GENERAL

- a. Spaces will be assigned by the Director of Personnel and allocated by number, type, and grade to operating components of the Agency which have requested establishment of a Civilian Specialist Reserve unit. The approval of the Project confined the Reserve during the pilot stage largely to the Office of Communications.
- b. Operating components should request the recruitment of civilian reservists by name or through recruitment requests specifying qualification requirements.
- c. The Director of Personnel recruits, appoints, and assigns civilian specialist reservists. They are appointed for an indefinite period.
- d. Cover is not a requisite, although there may be some instances in which normal employment of the reservist can be exploited for cover possibilities.
- e. Civilian reservists are knowledgeable of their connection with CIA, and, in all likelihood, many of their friends and business associates might become witting of this connection.
- f. Reservists will be informed of their reporting place in the event of national emergency and disruption of facilities.
- g. Civilian reservists will agree in writing to the conditions of their employment.

5. CONTACT WITH PROSPECTIVE RESERVIST AND HIS EMPLOYER

The Personnel Procurement Division of the Office of Personnel will contact prospective reservists for recruitment purposes. The Contacts Division of the Office of Operations will normally negotiate with the individual's employer.